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Pattern of conferences

Report of the Secretary-General

Summary

In its resolution 57/283 B, entitled "Pattern of conferences", the General Assembly addressed a number of requests to the Secretary-General for the presentation of reports on the utilization of conference-servicing resources and facilities, documentation and publication-related matters, translation and interpretation-related matters and information technology. In keeping with last year's practice to facilitate a coherent and integrated consideration of the interlinked issues emerging from these requests that are of a technical nature, the Secretary-General is continuing to submit a single report instead of several separate reports.

* A/58/150.

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I. Introduction

1. At its organizational session, on 22 April 2003, the Committee on Conferences adopted its agenda issued in document A/AC.172/2003/1. The Committee decided that the reporting on most items on its agenda would be included in two comprehensive reports, one on improving the performance of the Department for General Assembly and Conference Management and the other containing statistical and analytical information on various subjects under the agenda item entitled "Pattern of conferences". The present report is prepared in accordance with those guidelines, following the matters included under the item "Pattern of conferences".

II. Calendar of conferences and meetings

A. Adoption of the draft calendar of conferences and meetings for 2004-2005

2. The draft calendar of conferences and meetings for 2004-2005 will be issued as an addendum to the present report.

B. Improved utilization of conference-servicing resources and facilities

(1) Meeting statistics of United Nations organs

3. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2002, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. An explanation of column headings that appear in the annex is provided at the beginning of the annex. The data include compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for bodies based in New York, Geneva, Vienna and Nairobi.

4. In compliance with the request of the Committee at its substantive session in 1999, utilization factors for a three-year period are provided and organs are listed in the order of their utilization factors for 2002.

5. In general, the bodies in the sample meet on a regular basis and it may be assumed that their performance is a reflection of United Nations bodies as a whole. Clearly, however, such indicators as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

6. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not included as time lost owing to late starting or early ending of meetings.

Analysis of the statistics

7. A breakdown by body of the utilization statistics referred to below is contained in annex I.

8. The overall utilization factor for 2002 was 75 per cent. This figure is computed by totalling the data in the six columns for all bodies in the four duty stations and treating them as if they reflected a single body, as follows:

	Number of meetings								
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*2000 UF*	*2001 UF*	*2002 UF*
New York	1 255	28	286	997	109	41 480	79	65	68
Geneva	499	11	19	491	0	8 265	87	84	87
Vienna	164	1	2	163	1	4 145	83	84	85
Nairobi	57	7	0	0	0	1 507	100	97	87
Total	**1 975**	**47**	**307**	**1 651**	**110**	**55 397**	**81**	**74**	**75**

9. The overall utilization factor for 2002, 75 per cent, is 6 percentage points lower than in 2000 but one percentage point higher than in 2001. As the figures indicate, the modest increase in utilization is reflected in three of the duty stations: New York, Geneva and Vienna. The sharp drop of 10 percentage points in Nairobi had little impact on the overall utilization, as it represents the statistics of only one body, the others not having been scheduled to meet in 2002. The drop in utilization in New York from 2000 to 2001 was due solely to the increase in time lost from late starts and early endings, the cancellation rate having remained the same. While the cancellation rate increased in 2002, the utilization factor overall improved because of a significant improvement in New York in time lost owing to late starts and early endings.

10. The utilization factors for the bodies in the sample for the period from 2000 to 2002 are presented below in tabular form for purposes of comparison:

	Number of sessions		
Utilization factor (percentage)	*2000*	*2001*	*2002*
0-19	1	1	1
20-29	-	1	0
30-39	1	1	1
40-49	3	2	3
50-59	3	8	4
60-69	8	12	8
70-79	13	14	14
80-100	48	36	39
Total	**77**	**76**	**70**

11. As to compliance with the benchmark, in 2000 and 2001, 62 per cent and 47 per cent of the bodies, respectively, showed a utilization factor of 80 per cent or higher. In 2002, 55 per cent of the bodies in the sample utilized their available conference-servicing resources on or above the benchmark.

12. The following is a breakdown of the meeting ratios of the bodies in the sample for 2002:

Percentage	*Number of sessions*
10-19	-
20-29	-
30-39	-
40-49	-
50-59	4
60-69	6
70-79	4
80-89	8
90-100+	48
Total	**70**

13. Thus, in 2002, 80 per cent of the bodies in the sample had meeting ratios above 80 per cent.

14. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 2002:

Percentage	*Number of sessions*
0-39	0
40-49	0
50-59	6
60-69	5
70-79	5
80-89	9
90-100	45
Total	**70**

15. Thus, in 2002, 77 per cent of the bodies had planning accuracy factors above 80 per cent.

(2) Consultations with/letters to bodies concerning utilization of the conference services available to them

16. An oral presentation by the Chairman of the Committee on Conferences will be made to the Committee at its substantive session in compliance with the request of the General Assembly set forth in section II.A, paragraph 2, of its resolution

57/283 B on the utilization of conference-servicing resources and facilities, and in paragraph 38 of the report of the Committee on Conferences for 2002.[1] In paragraph 40 of its report, the Committee concluded that in the cases of the most consistent underutilizers, it would consider further steps to remedy the situation. Such action could entail the reduction of allocated services. Since the entitlements of bodies include the duration and number of meetings, one may consider reducing the time frame or the number of fully serviced meetings. As most bodies would be able to utilize the time between serviced meetings by scheduling informal consultations or drafting or by allowing time for the Secretariat to prepare the final documents of the session, the reduction in the number of fully serviced meetings may be preferable. A counter-argument can be raised, however, that owing to the accumulation of meetings and the limited number of days available in any year for calendar meetings, the reduction of sessions may be the appropriate solution. Perhaps a reduction of both the number of planned meetings and the time frame may be necessary.

(3) Provision of interpretation services to meetings of regional and other major groupings of Member States

17. Interpretation services are provided for meetings of regional and other major groupings of Member States upon request by those groups, on an ad hoc basis, in accordance with established practice, from existing resources not used owing mostly, but not limited to, the cancellation of meetings of calendar bodies. In section II, paragraph 18, of its resolution 56/242, the General Assembly decided to include all necessary resources in the budget for the biennium 2002-2003 to provide such services.

18. In section II.A, paragraph 14, of its resolution 57/283 B, the Assembly reaffirmed its decision to include all necessary resources in the budget for the biennium 2004-2005 to provide interpretation services for meetings of regional and other major groupings of Member States upon request by those groups, on an ad hoc basis, in accordance with established practice, and requested the Secretary-General to submit to the Assembly at its fifty-eighth session, through the Committee on Conferences, a report on the implementation of that decision.

19. The statistical data in annex II and the analysis below, submitted pursuant to the aforementioned request, deal with meetings of regional and other major groupings, including a breakdown by regional grouping.

Statistical data and analysis

20. With regard to New York, for the period from 1 May 2002 to 30 April 2003, 100 per cent of the 725 requests for facilities alone were met. As to the provision of interpretation services, 205 of the 227 requests were met, or a total of 90 per cent.

21. As to Geneva, during the same period, 98 per cent of the 62 requests for interpretation and facilities were met. In Vienna, 100 per cent of the 377 requests for facilities only were met. No request for interpretation services was made in Vienna. In Nairobi, 100 per cent of the 67 requests for facilities and the 1 request for interpretation were met.

22. Annex II contains statistics for the four duty stations broken down by group.

23. As the statistics in annex II indicate, although most of the requests for interpretation services made by regional and other major groupings were met, the percentage is down from last year. Several groups were affected by the inability to provide services and in general the refusals were evenly spread and in proportion to the number of meetings requested by the groups in question.

24. As in previous years, the main difficulty in providing services in New York continues to be the escalating number of mandated intergovernmental meetings, including, but not confined to, the increased activity of the Security Council, especially the sanctions committees and their subsidiaries. In 2002 there were also several major conferences, together with the related preparatory meetings, which reduced the capacity needed to service all of the ad hoc requests.

Conclusion

25. **The percentage of meetings held by regional and other major groupings that were provided with interpretation for the reporting period in 2002-2003 decreased to 92 per cent from 98 per cent in 2001-2002, a drop of 6 percentage points, but on a par with the rate in 2000-2001. The figure is higher, however, than the one for 1999-2000, when 84 per cent of the requests were met.**

Current methodology and practice of providing services

26. In section II.A, paragraph 13, of its resolution 57/283 B, the General Assembly requested a report on the methodology for providing interpretation and other conference services to regional and other major groupings of Member States. The practices vary among the four main duty stations; the procedure followed in each duty station can be summarized as follows.

New York

27. As in the three other duty stations, facilities are provided to regional groups upon request almost without fail, although this is not achieved without some difficulty given the high volume of requests and the rule not to service meetings after 6 p.m. Many groups meet in the early morning and/or lunchtime periods, but even during regular meeting hours facilities can usually be arranged, as long as there is some flexibility on the part of the requester. The contention on the part of the Department for General Assembly and Conference Management has been and continues to be that if a specific time and date initially requested cannot be honoured, it is not considered a refusal as long as a mutually satisfactory alternate time and/or date can be arranged. The practice is similar for calendar bodies and other bodies that are serviced on an "as available" basis.

28. Interpretation services are provided to regional and other major groupings of Member States upon request by those groups, on an ad hoc basis, in accordance with established practice. This means that in the absence of specifically targeted budgetary funds, services can only be provided to a regional group if a calendar meeting is cancelled or not held and the resources from that meeting are reassigned, or when the in-house interpretation capacity on a particular day is not fully utilized. Conference Services works closely with the secretaries and organizers of scheduled meetings in order to determine as far in advance as possible at what point services might be released. Owing to this ongoing scrutiny, the percentage of meetings provided with services has steadily increased, reaching 97 per cent in 2002. As in

the case of facilities, if the first time and date requested are not feasible but an alternate possibility can be negotiated, Conference Services does not consider services to have been refused. A refusal would occur only in the event that facilities could be provided at a mutually agreed time and date, but that interpretation, which had had a reasonable chance of being made available, could not be provided.

29. In the past, the aforementioned procedure was followed regardless of whether the request was submitted orally or in writing. With the introduction of the new computerized e-Meets system, however, the procedure has changed and now only a written request that cannot be honoured is considered a refusal of services. An oral request alone that cannot be met simply leads to negotiation with a view to alternative scheduling.

Geneva

30. Requests for facilities, and interpretation if required, for regional group meetings, are submitted both orally and in writing. The United Nations Office at Geneva has approximately four teams of interpreters and is therefore in a position to provide interpretation to regional groups on an "as available" basis, depending on the programme of meetings on any given day. Conference Services, as a rule, holds preliminary discussions with the offices requesting services and maintains close cooperation with the substantive secretariats so that the most suitable dates can be scheduled. In this way, facilities are always provided and interpretation is nearly always provided. From May 2002 to April 2003, only one request for interpretation was denied.

Vienna

31. The offices of the chairpersons of the regional groups usually contact the Meetings and Planning Unit of Conference Services orally to request the use of facilities for their meetings. Written or formal requests are not the norm. These groups show great flexibility when scheduling meetings. Moreover, Conference Services blocks a certain number of rooms in advance of Commission and Committee sessions. Consequently, requests for facilities are never denied.

32. The United Nations Office at Vienna also has only one permanent team of interpreters, which likewise makes it almost impossible to provide interpretation on an ad hoc basis. Regional groups are aware of this and do not request the service.

Nairobi

33. Regional group meetings at the United Nations Office at Nairobi (UNON) are held in connection with meetings of the governing councils of the United Nations Environment Programme and UN-Habitat. Requests for facilities are submitted in writing by the offices of the chairpersons of the regional groups, either directly to the Chief of the Meeting Coordination Unit or to the secretariat of the governing bodies. Requests for facilities are invariably honoured.

34. Interpretation services, however, are rarely provided, as the regional groups meet at the same time as the governing bodies and UNON has only one permanent team of interpreters and no resources to recruit freelance staff. The regional groups are aware of the budget constraints and therefore do not usually request interpretation. Should there be an occasion when interpretation is indispensable,

additional interpreters are recruited for providing the services on a reimbursable basis.

Measurement of utilization

35. Unlike the case of intergovernmental and expert bodies, no statistics to track utilization of services by regional and other major groupings of Member States have ever been kept, so there is no record of what resources may have been wasted in the past as a result of cancellations, late starts and early endings when services were provided to such groups. When the services are reassigned from a calendar body, that body receives credit for reassignment, which mitigates the impact of cancellation on its utilization factor. If these same services are then cancelled by the regional group, or only partially used, however, there is no record in the current system. This may give rise to "over"-reservation by regional and other major groupings that meet more often than others. If services were provided on a more predictable basis, the calculation of the Utilization Factor, Planning Accuracy Factor and Meeting Ratio may be introduced for these groupings as is done for calendar bodies.

Proposals to provide more predictable and adequate conference services to the meetings of regional and other major groupings of Member States

36. In section II.A, paragraph 16, of its resolution 57/283 B, the General Assembly requested the Secretary-General to submit a report on the cost implications of providing more predictable and adequate conference services to the meetings of regional and other major groupings of Member States. The following proposals can be considered and may make the servicing rate for regional and other major groupings more predictable. One large room, with full interpretation services, could be set aside solely for such meetings, either weekly or daily, and allocated on an organized or on a first-come first-served basis. Alternatively, additional services could be built into the requirements of those regular commission and committee sessions that require a substantial number of meetings by regional and other major groupings. Costing for these options will be reported separately.

(4) Improved utilization of conference facilities

(a) United Nations Office at Nairobi

37. A report on the matter was issued in document A/57/809. Further reporting on the considerations of improving and modernizing the conference facilities at Nairobi will be done through the Advisory Committee on Administrative and Budgetary Questions in accordance with established procedures.

(b) Conference centre at the Economic Commission for Africa

Background

38. In section II.A, paragraph 21, of its resolution 57/283 B, the General Assembly requested the Secretary-General to continue to explore all possible options to increase further the utilization of the conference centre at the Economic Commission for Africa (ECA) and to report thereon to the Assembly at its fifty-eighth session through the Committee on Conferences.

39. The major part of the conference centre's clientele is traditionally derived from the Commission's own meeting activities as well as from United Nations agencies and their consultative meetings. Taking this into account, the management of the centre was reorganized during 2002.

40. There was a need for the centre to become a one-stop shop, offering conference-related services not just under one roof, but also under one organizational management, being run along the lines of international best practice. To this end, the internal organization was restructured and a Conference Coordination Unit was set up, coordinating all operating activities and client services at the centre, from booking to billing and from language services to technical support and catering. This provides all clients with a coordinated response in meeting their demands and has proven successful in providing prompt, efficient and satisfactory service levels for a great variety of events.

41. Another step to improve efficiency was to introduce the first phase of the Integrated Conference Management System. This enables the tracking, recording and registering of participants, as well as an enhanced service package.

42. Adapting the system to the demands of a wider and often commercial clientele was largely matched by increasing flexibility and adaptation to unconventional event formats, including conference-exhibition combinations and open meetings.

43. The results of 2002 have shown increased occupancy of more than 80 per cent over the previous year despite the Commission's major conference being held off-site. The high occupancy achieved in 2002 is being maintained in the first half of 2003, but there is a possibility for gaining further ground.

44. Further system development aimed at the full integration of all operating phases into one system and in real time to achieve greater efficiency is planned. This will combine a full system analysis and an Operations Manual to standardize and benchmark procedures, thus ensuring competitive service standards.

45. To attract large-scale events outside the traditional and the consultative meeting formats requires enhancement of exhibition capacity. This is a strategic move to advance utilization by attracting large-scale conventions with exhibits. In the absence of the possibility to rent equipment for exhibitions in Addis Ababa, ECA has requested substantial procurement of equipment so as to take advantage of such opportunities.

46. ECA intends to adopt international best-practice in regard to package rates and to promote the centre to complement all the above-mentioned internal improvements by targeting key publics and forums, also using advanced channels of communication. The employment of a dedicated Marketing Officer will be a further step in this direction.

(c) Utilization rates of interpretation services and conference facilities at all duty stations

47. In section II.A, paragraph 18, of its resolution 57/283 B, the General Assembly requested the Secretary-General to continue to report in writing on the utilization rates of interpretation services and conference facilities at all duty stations. Relevant information on utilization in New York, Geneva, Vienna and Nairobi were included in document A/58/6 (Sect. 2), tables 2.15, 2.22, 2.31 and 2.39.

(5) Improved coordination and utilization of conference services

48. A report on the reform of the Department for General Assembly and Conference Management will be issued separately (A/58/213).

C. Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

49. In section I, paragraph 7, of its resolution 40/243 of 18 December 1985, the General Assembly decided that no subsidiary organ of the Assembly may meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

50. Every year, a certain number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the Assembly.

51. At its substantive session of 1986, the Committee on Conferences reviewed the procedure by which it dealt with such requests and decided that, in future, the following procedure should be adopted:[2]

(a) Subsidiary organs of the General Assembly wishing to request explicit authorization from the Assembly to meet at Headquarters during the session should write to the Chairman of the Committee on Conferences, except in unforeseen circumstances, before the substantive session of the Committee; the letter should be circulated to all members of the Committee, together with appropriate servicing information provided by the Secretariat;

(b) The request should contain the reason or reasons why the authorization is being requested and/or the reason or reasons why the organ concerned did not finish its work during the time allotted to it, in compliance with the 1 September deadline for the completion of reports of subsidiary organs of the General Assembly, as laid down in section I, paragraph 6, of resolution 40/243;

(c) The request should also explain why it is necessary to meet during the General Assembly and should specify, to the extent possible, the number of meetings required;

(d) In the event that approval is forthcoming, all such meetings would be allocated conference services on an "as available" basis, from within existing resources, in such a way that the work of the General Assembly and its Main Committees is not impeded.

52. Annex III to the present report contains the requests received to date from subsidiary organs of the General Assembly to meet at Headquarters during the fifty-eighth session of the Assembly, as well as the relevant statistical information. Requests received after the submission of the present report will be issued in an addendum.

III. Documentation and publication-related matters

A. Submission of documentation

53. Accountability and responsibility within the Secretariat for the submission of documentation is discussed in the report of the Secretary-General on the reform of the Department for General Assembly and Conference Management (A/58/213).

B. Distribution of documentation

1. Posting of documents on United Nations web sites

54. In section III, paragraphs 3 and 4, of its resolution 57/283 B, the General Assembly reiterated its deep regret concerning the failure of author departments to abide by section III, paragraph 5, of its resolution 55/222 and requested the Secretary-General to take all necessary measures to ensure compliance with its request that all documents must be distributed simultaneously in all official languages before they are made available on the United Nations web sites.

55. In this regard, the Assembly requested the Secretary-General to take corrective measures to ensure full implementation of this provision. The decision, which mandates that no language version of an official document, including its original language version, may be released for distribution until all the other required language versions are available, was contained in resolution 42/207 C of 11 December 1987 and reiterated in resolutions 50/11 of 2 November 1995 and 53/208 B of 18 December 1998.

56. Regarding documents on the United Nations web site, the Secretary-General, in his note contained in document A/C.5/56/37, emphasized that most parliamentary documentation posted on the United Nations web site strictly followed the rule on simultaneous availability. This was ensured by the practice whereby official documents are made available on the web site by copying them from the Official Document System (ODS) after they are released in accordance with the rule on simultaneous availability, and not before. The process of posting documents on the United Nations web site was referred to in detail in document A/C.5/56/12.

57. The recent provision of direct links for parliamentary documentation from the web site to ODS ensures the availability of these documents in all six languages. Since September 2002, over 28,000 documents in the six languages have been linked directly to ODS. The Secretariat is continuing to make every effort to implement the provisions of resolution 55/222. However, resource and access limitations make it impossible to link all parliamentary documents to the web site at present.

58. In paragraph 32 of his report on multilingualism (A/56/656), the Secretary-General noted that various author departments of the Secretariat and/or United Nations bodies provide advance copies of reports and other documents in draft form, either in hard copy or on the web site of the respective department or office, as a courtesy. This courtesy is extended in response to informal requests by organs or committees of the United Nations or by individual delegations and often in connection with the run-up to major intergovernmental meetings and conferences. As these are advance copies, they are almost invariably in English only.

59. The posting of these draft versions of official documents on the web site of the United Nations prior to their simultaneous issuance in all official languages has been brought to the attention of author departments by the Department of Public Information, by the Coordinator for Multilingualism and by the Working Group on Internet Matters of the Publications Board. Author offices in the Secretariat, which have direct posting rights to the United Nations web site, have been apprised of the relevant resolutions, as well as the related administrative instructions in the ST/AI/189 series on the control and limitation of documentation, and in ST/AI/2001/5 on United Nations Internet publishing.

60. ST/AI/2001/5 establishes an administrative foundation and framework for maintaining the United Nations web site and for the development and implementation of policies concerning Internet projects. The technical guidelines formulated by the Working Group on Internet Matters set out the procedures for preparing and presenting United Nations materials over the Internet.

61. Paragraph 3.17 of ST/AI/2001/5 states:

> "In general, parliamentary documentation must be posted in accordance with policies governing its official dissemination. Advance text and unedited draft or incomplete versions of parliamentary documentation should not be disseminated on the Internet, except in consultation with the Chairman of the concerned body and its Secretary, and with an appropriate disclaimer."

62. The gradual opening up of ODS to the public represents the single most effective corrective measure in ensuring simultaneous availability of parliamentary documentation in the six official languages on the United Nations web site. A final decision fully to open up ODS to the public would further ensure this.

2. Issuance of all documents and publications of the Economic and Social Commission for Western Asia in Arabic and in other working languages of the Commission

63. In paragraph 124 of its resolution 56/253, the General Assembly requested the Secretary-General to ensure fully the issuance of all documents and publications of the Economic and Social Commission for Western Asia (ESCWA) in Arabic, which is most relevant to the requirements of the Member States of the region, as well as in the other working languages of the Commission, to meet the requirements of readers outside the region, as appropriate, and to report thereon to the Assembly by its fifty-seventh session. In section III, paragraphs 20 and 21, of its resolution 57/283 B, the Assembly reaffirmed all its relevant resolutions in which it requested the Secretary-General fully to ensure the issuance of all documents and publications of the Commission in Arabic and requested the Secretary-General to ensure the full implementation of those resolutions and to report thereon to the Assembly at its fifty-eighth session.

64. In accordance with the requests of the General Assembly, ESCWA has kept the situation under review and continued to urge author divisions to have outputs drafted in Arabic to the extent possible.

65. For the biennium 2004-2005, the percentages of documents and publications to be issued in Arabic are projected to be 100 per cent and 92 per cent, respectively. The projections are based on data available to date on the biennium work programme and the trend in previous bienniums.

66. For the biennium 2000-2001, the actual percentages of documents and publications issued in Arabic were 95 per cent and 62.5 per cent, respectively.

67. As for the current biennium, the percentages of documents and publications to be issued in Arabic are estimated to be 82 per cent and 55.5 per cent, respectively. It is to be noted that these estimates are based on data available so far from outputs already submitted (approximately 35 per cent of the total outputs of the publications programme for the biennium).

68. ESCWA will continue to monitor the situation closely so as to ensure full compliance with the relevant provisions of resolution 58/283 B.

IV. Translation and interpretation-related matters

A. Language services posts

1. Vacancy situation

69. In response to part IV, paragraph 5, of General Assembly resolution 57/283 B, efforts have been made to fill expeditiously the vacant posts in the translation services. For the Spanish language, total vacancies dropped from 28 to 16 for all duty stations, with eight reductions at Headquarter alone. All six vacancies in the Chinese Translation Service at Headquarters have been filled. The overall vacancy situation at all duty stations, however, still needs improvement. For some languages (Arabic, English, French and Spanish), the depletion of the present roster is a major reason why vacancies cannot be filled immediately. Competitive examinations for the English and the Arabic languages are near completion. Competitive examinations for the Spanish and the French languages are scheduled for September 2003. Rosters established after the completion of these examinations will further help to alleviate the high vacancy situation in the translation services.

2. Rate of self-revision

70. The rate of self-revision showed some improvement in the first half of 2003. However, the figures for 2002 remained much the same as for the previous year. Further measures will continue to be made to bring the rate of self-revision closer to the target percentage of 45 per cent set by the General Assembly. The rate of self-revision fluctuates according to a number of factors: the ratio of revisers and experienced P-3s to junior staff; the number of retirees employed on short-term contracts; and most of all, the nature of the workload. A high proportion of jobs with short turnaround times will increase the reliance on self-revision.

B. Informational meetings

71. For the second year in a row, in response to the General Assembly's request that informational meetings be organized for the purpose of briefing Member States on the terminology used and that consultations be held with Member States on the improvement of the translation services, the Department for General Assembly and Conference Management organized language-specific meetings for each of the six official languages in May 2003. The meetings were publicized daily in the Journal of the United Nations well in advance of the scheduled dates and, in response to

suggestions made by some delegations the previous year, a note verbale announcing the dates of the meetings was sent by the Assistant Secretary-General for General Assembly and Conference Management to all permanent missions.

72. While attendance at the meetings in 2003 was better than it had been in the preceding year, it did not bear out the level of interest in terminology and other language-related issues that seemed to exist judging from the provisions of successive General Assembly resolutions on the pattern of conferences. The meetings nonetheless served a useful function as a forum for delegations to pose specific questions relating to terminology used by the United Nations language services and the provision of language services generally; in addition, they afforded a further opportunity for the language services to gauge user-satisfaction with their performance. The meetings highlighted the importance of regular contacts with regard to terminology issues between United Nations language staff at the different duty stations, as well as between language staff, on the one hand, and delegations and national sources of terminology information in the countries where the official languages are used, on the other hand.

V. Information technology

73. An overview of the subject is given in the report of the Secretary-General on the reform of the Department for General Assembly and Conference Management (A/58/213).

Notes

[1] *Official Records of the General Assembly, Fifty-seventh Session, Supplement No. 32* (A/57/32).

[2] Ibid., *Forty-first Session, Supplement No. 32* (A/41/32), para. 64.

Annex I

Meeting statistics of a core sample of United Nations bodies

A Number of meetings planned by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Number of reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g., 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held;

CI Compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

A. New York

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI. Issued by end of week 6	5	4	3	2	1
United Nations Commission on International Trade Law (UNCITRAL) Working Group on Electronic Commerce																		
thirty-ninth session, 11-15 March 2002 (New York)	10	0	0	10	0	0.40/2.50	100	100	**88**	210	0	0	0	0	0	0	0	100
thirty-eighth session, 12-23 March 2001 (New York)	19	0	2	17	0	3.15/3.15	89	89	78	390	0	0	0	0	0	0	0	0
thirty-seventh session, 18-29 September 2000 (Vienna)	18	0	1	17	0	1.40/1.00	94	94	89	160	33	39	0	6	6	5	22	28
thirty-sixth session, 14-25 February 2000 (New York)	20	0	1	17	2	3.30/0.00	85	95	99	210	50	50	0	0	0	50	0	0
Statistical Commission																		
thirty-third session, 5-8 March 2002	6	1	0	7	0	1.15/1.20	117	83	**88**	155	28	41	0	13	6	22	6	25
thirty second session, 6-9 March 2001	7	0	1	6	0	0.55/1.00	86	86	77	110	7	46	14	25	25	11	7	11
thirty-first session, 29 February-3 March 2000	8	0	2	6	2	0.10/0.35	75	75	97	45	0	35	10	25	35	25	0	5
Committee for Programme and Coordination																		
forty-second session, 10 June-5 July 2002	37	0	0	37	0	9.10/4.45	100	100	**87**	835	6	34	6	22	33	8	6	8
forty-first session, 11 June-6 July 2001	57	2	4	55	2	16.30/9.45	96	89	82	1 575	11	11	0	0	11	0	11	67
fortieth session (first part), 5-30 June 2000	41	22	5	58	1	10.40/2.30	141	34	87	790	0	17	17	0	17	50	0	0
fortieth session (second part), 21-29 August 2000	20	0	8	12	0	3.20/4.15	60	60	47	455	0	0	0	0	100	0	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on Conferences																		
9, 11 and 13 September 2002	6	0	0	6	0	1.20/1.20	100	100	**85**	160	13	26	13	0	38	0	13	13
27-29 August 2001	6	1	0	7	0	1.05/0.00	117	83	95	65	14	14	0	0	0	14	29	43
7-11 August 2000	6	0	1	5	1	0.50/3.05	83	83	83	180	22	22	0	0	0	0	33	44
General Assembly, Fifth Committee																		
fifty-seventh session, 2002	117	1	22	96	8	3.25/7.30	82	80	**85**	655	NA							
fifty-sixth session, 2001	124	4	21	107	8	41.40/39.00	86	80	69	4 840	NA							
fifty-fifth session, 2000	178	20	24	172	18	41.45/33.25	97	75	84	4 510	NA							
UNICEF, Executive Board, second regular session																		
16-20 September 2002	10	0	3	7	2	1.15/0.30	70	70	**84**	105	13	51	13	25	5	8	10	25
4-7 September 2001	10	0	5	5	2	0.40/1.45	50	50	62	145								
18-22 September 2000	6	0	1	5	0	1.15/0	83	83	76	75	0	2	0	2.4	4.8	14	2.4	76
General Assembly, Sixth Committee																		
fifty-seventh session, 2002	46	2	7	41	5	5.10/11.50	89	80	**84**	1 020	NA							
fifty-sixth session, 2001	51	2	10	43	3	19.15/17.50	84	76	63	2 225	NA							
fifty-fifth session, 2000	91	1	12	69	11	23.50/34.20	75	86	78	3 490	NA							
Human Rights Committee																		
seventy-fourth session, 8 March-5 April 2002	28	0	1	27	0	8.20/3.05	96	96	**83**	685								
seventy-first session, 19 March-6 April 2001	31	2	1	32	0	6.10/2.35	103	90	88	525								
sixty-eighth session, 13-31 March 2000	28	0	1	27	0	6.45/1.40	96	96	86	505	0	0	0	0	25	50	0	25

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
General Assembly, Fifth Committee																		
resumed fifty-sixth session, 4-15 March 2002	20	2	0	22	0	8.45/3.10	110	90	**82**	715	86	87	0	1	0	1	0	6
13-31 May 2002	27	0	0	27	0	9.15/8.05	100	100	**79**	1 040	32	40	0	8	19	11	8	11
resumed fifty-fifth session 7 May-1 June 2001	53	0	20	33	17	10.20/5.45	62	62	84	965	54	62	6	2	3	13	14	6
resumed fifty-fifth session, 12 March-6 April 2001	47	0	2	45	1	14.40/11.00	96	96	80	1 540	68	73	1	4	3	6	10	8
resumed fifty-fourth session, 8 May-2 June 2000	42	3	0	45		10.10/8.10	107	93	86	1 100	51	58	3.3	3.3	7.7	5.1	13	13
UNICEF, Executive Board, annual session																		
3-7 June 2002	10	0	0	10	0	5.25/0.10	100	100	**81**	335	18	27	9	0	18	9	27	9
4-8 June 2001	10	0	2	8	2	0.20/1.40	80	80	93	120	14	28	14	0	29	7	0	21
22-26 May 2000	10	0	2	8	1	2.05/1.45	80	80	78	210	0	1	0.1	0	0	0.1	12	65
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization																		
18-28 March 2002	18	0	8	10	7	2.00/5.05	56	56	**81**	425	100	100	0	0	0	0	0	0
2-12 April 2001	18	0	2	16	0	7.35/3.15	89	89	69	650	0	100	0	100	0	0	0	0
10-20 April 2000	16	0	2	14	2	3.50/2.45	88	88	86	395	50	50	0	0	0	0	0	0
Committee on Non-Governmental Organizations																		
13-24 and 29-30 May 2002	24	0	0	24	0	12.30/2.25	100	100	**79**	895	0	0	0	0	8	23	46	15
7-25 May 2001	30	0	0	30	0	17.30/5.25	100	100	75	1 375	0	21	21	0	4	7	25	4
12-23 June 2000	20	0	1	19	1	11.35/0.55	95	95	79	750	25	69	6.3	38	6.3	0	0	25

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Commission on the Status of Women																		
forty-sixth session, 4-15 March 2002	21	0	0	21	0	9.40/4.25	100	100	**78**	845	0	15	4	11	33	19	4	30
forty-fifth session, 6-16 March 2001	20	2	1	21	1	14.40/14.15	105	85	56	1 735	0	12	0	12	12	12	47	12
forty-fourth session, 28 February-2 March 2000	8	0	0	8	0	2.40/1.40	100	100	82	260	0	0	0	0	10	0	10	80
Committee on Contributions																		
sixty-second session, 3-21 June 2002	22	0	2	20	0	5.45/4.10	91	91	**76**	595	9	14	0	5	0	5	18	45
sixty-first session, 11-19 June 2001	21	0	4	17	3	5.35/5.35	81	81	78	670	0	10	0	10	0	0	20	15
sixtieth session, 5-30 June 2000	40	1	12	29	6	8.10/2.50	73	68	76	660	25	38	0	13	25	0	0	38
Economic and Social Council, organizational session																		
12-15 February 2002	8	0	4	4	3	0.50/2.15	50	50	**75**	185	0	10	0	10	40	10	30	0
30 January-2 February 2001	10	0	6	4	2	1.25/1.45	40	40	49	190	0	0	0	0	0	0	22	67
1-4 February 2000	7	0	4	3	1	0.55/3.40	43	43	35	275	0	0	0	0	0	0	40	0
Commission on Sustainable Development																		
tenth session, 25 March-5 April 2002	40	0	5	35	4	14.35/13.05	88	88	**74**	1 660	0	0	0	0	6	6	0	11
ninth session, 16-27 April 2001	40	11	8	43	6	21.55/31.40	108	53	61	3 215	67	75	4	4	0	3	3	19
eighth session, 24 April-5 May 2000	35	5	4	36	3	11.35/3.25	103	74	85	900	86	93	7.	0	7.1	0	0	0
Commission on Social Development																		
fortieth session, 11-21 February 2002	16	1	0	17	0	9.05/4.40	106	94	**73**	825	13	33	0	20	7	7	7	27
thirty-ninth session, 13-23 February 2001	16	2	0	18	0	9.30/11.35	113	88	61	1 265	15	15	0	0	0	23	23	31
thirty-eighth session, 8-17 February 2000	19	10	1	29	0	11.05/3.35	153	42	80	880	0	0	0	0	33	0	67	0
General Assembly																		
fifty-seventh session, plenary 2002	102	14	35	81	15	11.55/23.25	79	52	**73**	2 120	NA							
fifty-sixth session, plenary 2001	157	3	64	93	32	11.35/30.40	59	57	71	2 535	NA							
fifty-fifth session, plenary 2000	158	15	65	106	42	1.20/22.05	67	49	87	1 405	NA							

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
UNDP/UNFPA, Executive Board, second regular session																		
23-27 September 2002	10	0	0	10	0	3.35/5.00	100	100	**71**	515	2	8	4	2	2	2	6	59
10-14 September 2001	10	0	4	6	0	2.50/6.05	60	60	30	535	9	18	0	9	9	0	9	55
3-7 April 2000	10	0	0	10	0	4.00/1.00	100	100	83	300	0	15	0	15	0	12	42	31
United Nations Children's Fund (UNICEF), Executive Board, first regular session																		
21-25 January 2002	8	0	1	7	0	1.30/2.35	88	88	**70**	245	65	74	9	0	0	0	1	25
22-26 January 2001	8	0	2	6	1	0.35/2.15	75	75	76	170	12	77	40	25	2	9	5	4
31 January-4 February 2000	10	0	3	7	2	1.35/1.40	70	70	79	195	0	0	0	0	50	25	17	8.3
UNDP/UNFPA, Executive Board, first regular session																		
28 January-8 February 2002	20	0	7	13	5	2.35/9.10	65	65	**70**	705	14	26	9	3	0	24	18	13
29 January-6 February 2001	16	0	4	12	1	4.00/3.40	75	75	65	460	3	20	14	3	11	14	32	11
17-28 January 2000	11	1	0	12	0	4.25/3.30	109	91	78	475	0	0	0	0	0	13	40	33
General Assembly, Second Committee																		
fifty-seventh session, 2002	85	0	29	56	9	12.00/9.40	66	66	**68**	1 300	NA							
fifty-sixth session, 2001	78	1	26	53	10	16.20/4.05	68	65	56	3 430	NA							
fifty-fifth session, 2000	85	2	30	57	20	15.45/25.15	67	62	73	2 460	NA							
Special Committee on Peacekeeping Operations and its Working Group																		
11 February-8 March 2002	36	0	4	32	1	6.50/24.05	89	89	**63**	1 855								
18 June-July 2001	42	0	2	40	2	10.55/51.45	95	95	50	3 760								
11 February-10 March 2000	41	0	9	32	8	7.05/5.40	78	78	87	765	100	100	0	0	0	0	0	0
Advisory Committee on Administrative and Budgetary Questions (ACABQ)																		
5 February-28 March 2002	81	0	11	70	4	7.00/60.50	86	86	**63**	4 070	NA							
6 February-30 March 2001	66	1	8	59	5	4.10/70.20	89	86	58	4 470	NA							
1 February-31 March 2000	57	0	12	45	9	1.40/18.20	79	79	83	1 200	NA							

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
General Assembly, Special Political and Decolonization Committee (Fourth Committee)																		
fifty-seventh session, 2002	34	2	13	23	5	2.10/13.45	68	56	**63**	955	NA							
fifty-sixth session, 2001	26	3	7	22	5	4.00/18.05	85	62	68	1 325	NA							
fifty-fifth session, 2000	34	3	7	30	2	4.35/22.30	88	71	62	1 625	NA							
General Assembly, Third Committee																		
fifty-seventh session, 2002	64	2	7	59	0	12.40/42.00	92	86	**62**	3 280	NA							
fifty-sixth session, 2001	59	3	15	47	4	11.15/35.20	80	69	57	2 795	NA							
fifty-fifth session, 2000	67	4	13	58	5	13.25/34.05	85	75	66	2 850	NA							
General Assembly, First Committee																		
fifty-seventh session, plenary 2002	31	1	6	26	1	4.15/22.05	84	77	**57**	1 580	NA							
fifty-sixth session, plenary 2001	31	2	9	24	8	5.15/17.15	77	65	74	1 350	NA							
fifty-fifth session, plenary 2000	34	1	5	30	1	6.45/15.35	88	82	67	1 340	NA							
ACABQ																		
7-24 May 2002	27	0	7	20	4	2.10/24.10	74	74	**56**	1 580	NA							
1 May-13 July 2001	63	0	9	54	3	5.55/41.45	86	86	65	2 860	NA							
2-26 May 2000	37	0	13	22	5	1.55/13.05	59	65	65	900	NA							
Economic and Social Council, substantive session																		
1-26 July 2002	78	1	35	44	13	15.00/28.20	56	54	**54**	2 600	4	10	0	6	6	6	20	14
2-27 July 2001 (Geneva)	80	1	20	61	0	8.45/4.40	76	74	70	825	0	0	0	0	0	0	50	33
5 July-1 August 2000	46	2	7	40	2	11.05/13.00	87	80	73	1 445	15	25	6.8	3.4	8.5	1.7	15	6.8
ACABQ																		
3 September-20 December 2002	180	0	69	111	20	8.45/111.50	62	62	**50**	7 235	NA							
4 September-21 December 2001	162	0	47	115	14	9.55/121.50	71	71	53	7 905	NA							
5 September-22 December 2000	153	3	24	132	17	18.00/72.10	86	82	76	5 410	NA							

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council, resumed organizational session																		
29-30 April 2002	4	1	1	4	0	1.25/3.45	100	50	**46**	310	32	57	3	22	5	0	5	27
3-4 May 2001	4	0	2	2	0	1.20/2.05	50	50	22	205	0	5	0	5	5	40	0	35
3-4 May 2001	4	0	2	2	0	0.30/0.55	50	50	40	75	28	39	5.6	5.6	22	11	5.6	5.6
Committee on Information																		
twenty-fourth session,																		
22 April-2 May 2002	18	0	6	12	3	4.25/15.30	67	67	**46**	1 195	57	85	14	14	0	0	0	0
twenty-third session,																		
30 April-11 May 2001	20	0	7	13	5	5.15/12.30	65	65	60	1 065	50	70	10	10	20	10	0	0
twenty-second session,																		
1-12 May 2000	20	0	9	11	7	4.10/5.05	55	55	75	549	20	50	0	30	0	10	20	20
Commission on Population and Development																		
thirty-fifth session, 1-5 April 2002	10	0	3	7	0	2.05/5.45	70	70	**44**	470								
thirty-fourth session, 2-6 April 2001	10	0	2	8	1	1.55/9.10	80	80	53	665	44	55	11	0	22	22	0	0
thirty-third session, 27-31 March 2000	10	0	3	7	0	2.00/4.25	70	70	49	385								
Committee for Programme and Coordination, organizational session																		
13 May 2002	1	0	0	1	0	0.10/1.50	100	100	**33**	120	0	0	0	0	0	14	0	86
2 May 2001	2	0	1	1	0	0.30/0.00	50	50	10	145	0	40	0	40	20	0	20	20
2 May 2000	1	0	0	1	0	0.15/1.10	100	100	53	85	20	20	0	0	0	0	40	40

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council — Subcommittee of Experts on the Transport of Dangerous Goods																		
1-10 July 2002	15	0	0	15	0	0.15/1.10	100	100	**97**	85	14	25	0	11	16	48	5	0
2-6 December 2002	8	0	0	8	0	0.15/1.15	100	100	**94**	90	4	34	0	30	0	57	9	0
2-6 July 2001	10	0	1	9	0	0.00/1.00	90	90	87	60	81	100	15	4	0	0	0	0
5-11 December 2001	10	0	1	9	0	0.15/1.55	90	90	83	130	0	4	4	0	17	38	29	8
3-12 July 2000	16	0	1	16	0	0.30/4.30	94	94	85	300	81	100	15	4	0	0	0	0
Committee on the Elimination of Racial Discrimination																		
sixtieth session, 4-22 March 2002	30	0	0	30	0	4.25/0.40	100	100	**94**	305	38	44	3	3	50	0	0	0
fifty-eighth session, 6-23 March 2001	28	0	1	27	0	4.40/1.20	96	96	89	360	40	43	3	0	5	5	50	3
fifty-sixth session, 6-24 March 2000	28	0	0	28	0	4.10/1.40	100	100	93	350	54	86	29	3	3	3	6	3
International Law Commission																		
fifty-fourth session (first part), 29 April-7 May 2002	44	0	0	44	0	2.35/7.10	100	100	**93**	585								
fifty-fourth session (second part), 22 July-16 August 2002	32	0	2	30	0	2.35/6.20	94	94	**84**	535	0	0	0	0	0	0	50	50
fifty-third session (first part), 23 April-1 May 2001	45	0	0	45	0	3.30/4.20	100	100	94	470	50	50	0	0	0	0	0	0
fifty-third session (second part), 2 July-10 August 2001	42	0	0	42	0	0.30/11.25	100	100	91	715								
fifty-second session (first part), 1 May-9 June 2000	46	0	0	46	0	2.30/5.20	100	100	94	470								
fifty-second session (second part), 10 July-18 August 2000	48	1	0	49	0	1.55/4.40	102	98	96	395	0	0	0	0	0	0	0	50

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Rights of the Child																		
thirtieth session, 21 May-7 June 2002	28	0	0	28	0	3.05/3.30	100	100	**92**	395	0	25	0	25	25	25	0	0
twenty-seventh session, 21 May-8 June 2001	26	0	1	25	0	2.45/2.15	96	96	90	300	50	54	4	0	12	15	4	8
twenty-fourth session, 15 May-2 June 2000	28	0	2	26	0	1.30/1.15	93	93	90	165	79	82	0	3	6	3	0	3
Human Rights Committee																		
seventy-fifth session, 8-26 July 2002	30	0	1	29	0	3.00/1.55	97	97	**91**	295	5	20	12	3	3	12	13	35
seventy-second session, 9-27 July 2001	30	0	1	29	0	3.35/1.55	97	97	91	330	21	26	0	5	3	3	23	28
sixty-ninth session, 10-28 July 2000	30	3	1	32	0	3.30/1.55	107	87	91	325	59	59	0	0	0	6	0	6
Commission on Human Rights																		
fifty-eighth session, 18 March-26 April 2002	56	11	1	66	0	11.15/3.50	118	79	**91**	905	37	44	5	2	3	7	5	8
fifty-seventh session, 19 March-27 April 2001	56	34	1	89	0	13.50/14.25	159	38	88	1 695	41	57	10	6	6	5	8	5
fifty-sixth session, 20 March-28 April 2000	56	18	4	70	0	9.30/11.20	125	61	85	1 250	29	48	4	15	21	3	5	4
Committee on Economic, Social and Cultural Rights																		
twenty-eighth session, 29 April-17 May 2002	28	0	1	27	0	3.10/2.05	96	96	**90**	315	52	62	0	10	3	10	13	0
twenty-fifth session, 23 April-11 May 2001	30	0	1	29	0	2.40/0.05	97	97	94	165	51	70	5	14	5	5	5	5
twenty-second session, 22 April-14 May 2000	28	0	2	26	0	3.10/5.00	93	93	83	490	56	72	8	8	12	8	4	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Elimination of Racial Discrimination																		
sixty-first session, 5-23 August 2002	30	0	0	30	0	6.05/2.50	100	100	**90**	535	55	59	2	2	0	8	25	8
fifty-ninth session, 30 July-17 August 2001	30	0	1	29	0	2.50/1.25	97	97	92	255	41	44	0	3	5	41	8	3
fifty-seventh session, 31 July-25 August 2000	40	0	1	39	0	7.50/7.15	98	98	85	905	39	39	0	0	0	13	4	17
Human Rights Committee																		
seventy-sixth session, 14 October-1 November 2002	30	0	1	29	0	3.35/2.40	97	97	**90**	375	8	16	5	3	13	15	21	21
seventy-third session, 15 October-2 November 2001	30	0	1	29	0	4.50/1.20	97	97	90	370	10	23	0	13	13	19	32	6
seventieth session, 16 October-5 November 2000	30	0	1	29	0	5.20/2.25	97	97	88	465	24	32	4	4	4	4	20	28
Subcommission on the Promotion and Protection of Human Rights																		
fifty-fourth session, 29 July-16 August 2002	30	0	0	30	0	7.10/3.05	100	100	**89**	615	11	30	3	16	27	14	11	5
fifty-third session, 20 July-17 August 2001	30	2	2	30	0	1.20/1.10	100	87	91	150	20	27	3	4	3	6	7	5
fifty-second session, 31 July-18 August 2000	30	3	1	32	0	3.20/0.35	107	90	93	235	12	21	5	4	10	3	7	15
Committee against Torture																		
twenty-eighth session, 29 April-17 May 2002	38	0	2	36	0	3.10/6.30	95	95	**86**	580	42	57	0	15	8	0	19	8
twenty-sixth session, 30 April-18 May 2001	30	0	2	28	0	4.10/5.20	93	93	83	570	28	35	5	2	2	0	7	19
twenty-fourth session, 1-19 May 2000	30	0	1	29	0	1.30/11.10	97	97	83	760	46	50	0	4	2	7	9	7

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Rights of the Child																		
thirty-first session, 16 September-4 October 2002	30	0	3	27	0	2.55/1.35	90	90	**85**	270	50	82	18	14	0	0	9	5
twenty-eighth session, 24 September-12 October 2001	30	0	2	28	0	3.35/0.15	93	93	89	230	59	70	7	4	0	4	7	7
twenty-fifth session, 18 September-6 October 2000	32	0	2	30	0	1.40/4.30	94	94	88	370	70	83	9	4	4	4	4	4
Committee on the Rights of the Child																		
twenty-ninth session, 14 January-1 February 2002	30	0	3	27	0	2.55/1.35	90	90	**85**	270	65	82	4	13	0	0	0	9
twenty-sixth session, 8-26 January 2001	30	0	5	25	0	3.05/3.05	83	83	76	370	56	67	11	0	17	6	0	0
twenty-third session, 10-28 January 2000	30	0	1	29	0	2.05/0.25	97	97	94	150	73	73	0	0	7	0	13	7
Committee against Torture																		
twenty-ninth session, 11-22 November 2002	20	0	2	18	0	1.30/2.00	90	90	**84**	210	50	84	17	17	17	0	0	0
twenty-seventh session, 12-23 November 2001	20	0	1	19	0	2.20/6.05	95	95	81	505	35	40	0	5	5	0	25	30
twenty-fifth session, 13-24 November 2000	20	0	2	18	0	1.00/5.40	90	90	79	400	29	34	5	0	0	10	5	29
Committee on Economic, Social and Cultural Rights																		
twenty-ninth session, 11-29 November 2002	30	0	1	29	0	5.35/6.20	97	97	**83**	715	79	95	11	5	0	0	0	0
twenty-seventh session, 12-30 November 2001	30	0	2	28	0	6.15/7.25	93	93	78	820	21	42	7	14	10	7	17	14
twenty-third session, 13 November-1 December 2000	30	0	1	29	0	3.25/5.55	97	97	86	560	17	25	8	0	29	17	13	17

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Subcommission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations																		
twentieth session, 22-26 July 2002	10	0	0	10	0	1.45/4.05	100	100	**81**	350	71	71	0	0	29	0	0	0
nineteenth session, 23-27 July 2001	10	1	0	11	0	1.20/1.50	110	90	90	190	44	44	0	0	22	22	11	0
eighteenth session, 24-28 July 2000	10	1	1	10	0	1.35/1.05	100	80	83	160	17	50	0	33	33	0	17	0
Executive Committee of the High Commissioner's Programme																		
fifty-third session, 30 September-4 October 2002	10	0	1	9	0	2.10/1.20	90	90	**78**	210	0	0	0	0	0	20	0	20
fifty-second session, 1-5 October 2001	10	0	1	9	0	2.25/3.20	90	90	71	345	20	30	10	0	0	10	0	0
fifty-first session, 2-6 October 2000	11	0	1	10	0	1.55/6.40	91	91	65	515	14	28	14	0	14	14	0	0
United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board																		
forty-ninth session, 7-18 October 2002	20	0	0	20	0	7.25/6.30	100	100	**77**	835	100	100	0	0	0	0	0	0
forty-eighth session, 1-12 October 2001	23	0	4	19	0	5.50/4.00	83	83	68	590	25	51	13	13	38	0	13	13
forty-seventh session, 9-20 October 2000	22	0	1	21	0	7.25/5.05	95	95	83	750	17	25	8	0	0	42	17	17
Economic and Social Council — Committee of Experts on the Transport of Dangerous Goods																		
11-13 December 2002	3	0	1	2	0	0.45/3.45	67	67	**17**	270	0	0	0	0	0	0	0	100
4-13 December 2000	16	0	1	15	0	1.05/4.40	94	94	82	345	27	27	0	0	7	20	40	7
6-15 December 1999	16	0	1	15	0	0.15/1.45	94	94	90	120	3	51	6	42	40	0	9	0

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
International Narcotics Control Board																		
seventy-fifth session,																		
30 October-15 November 2002	26	0	0	26	0	0.25/0.05	100	100	**99**	30	12	22	3	7	12	11	10	9
seventy-second session,																		
29 October-15 November 2001	28	0	0	28	0	0.40/0.05	100	100	99	45	8	19	4	7	10	18	14	8
sixty-ninth session,																		
1-17 November 2000	26	0	0	26	0	0.55/0.00	100	100	99	55	9	16	3	4	4	16	15	17
International Narcotics Control Board																		
seventy-fourth session,																		
6-17 May 2002	20	0	0	20	0	1.30/0.25	100	100	**97**	115	0	5	5	0	30	30	13	9
seventy-first session,																		
21 May-1 June 2001	20	0	0	20	0	0.25/3.15	100	100	94	220	0	28	11	17	19	0	22	22
sixty-eighth session,																		
15-26 May 2000	20	0	0	20	0	0.55/0.45	100	100	97	100	2	27	9	16	7	7	19	14
Commission on Crime Prevention and Criminal Justice																		
eleventh session, 16-25 April 2002	16	0	0	16	0	1.40/4.20	100	100	**88**	360	11	22	11	0	22	16	15	25
tenth session, 8-17 May 2001	16	0	0	16	0	1.45/3.30	100	100	89	315	0	0	0	0	14	11	21	17
ninth session, 18-20 April 2000	6	0	2	4	0	1.45/1.05	67	67	51	170	11	20	5	4	5	5	25	18
UNCITRAL — Working Group on Arbitration																		
thirty-sixth session,																		
4-8 March 2002 (New York)	10	0	0	10	0	2.20/1.10	100	100	**88**	210	0	0	0	0	0	0	0	100
thirty-fifth session,																		
19-30 November 2001	18	0	1	17	0	5.25/1.10	94	94	82	395	0	33	0	33	0	6	44	11
thirty-third session,																		
20 November-1 December 2000	20	0	1	19	0	2.55/1.05	95	95	88	240	39	56	11	6	23	11	6	0
thirty-second session,																		
20-31 March 2000	18	0	1	17	0	3.30/2.00	94	94	84	330	56	79	17	6	11	0	5	5

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
UNCITRAL																		
thirty-fifth session, 17-28 June 2002 (New York)	20	0	1	19	1	5.05/2.35	95	95	**87**	460	25	50	6	19	1	12	0	31
thirty-fourth session, 21 May-1 June 2001 (Vienna)	30	0	0	30	0	6.55/5.40	100	100	86	755	23	55	8	24	12	9	11	10
thirty-third session, 12 June-7 July 2000 (New York)	38	0	1	37	0	6.00/0.00	97	97	92	360	80	100	20	0	0	0	0	0
Commission on Narcotic Drugs																		
forty-fifth session, 11-15 March 2002	10	1	0	11	0	4.15/0.30	110	90	**86**	285	43	89	26	20	0	7	4	0
forty-fourth session, 20-29 March 2001	10	0	0	16	0	5.20/3.10	160	100	72	510	19	34	6	9	7	37	7	13
forty-third session, 6-15 March 2000	16	0	2	14	0	5.40/4.00	88	88	67	590	5	45	20	20	35	5	15	0
Commission on Narcotic Drugs, Committee of the Whole																		
forty-fifth session, 11-14 March 2002	8	0	0	8	0	1.00/2.25	100	100	**86**	205	NA							
forty-fourth session, 21-28 March 2001	12	0	0	12	0	5.35/2.15	100	100	78	470	NA							
forty-third session, 7-10 March 2000	8	0	0	8	0	3.10/3.15	100	100	73	385	NA							
Committee on the Peaceful Uses of Outer Space — Scientific and Technical Subcommittee																		
thirty-ninth session, 25 February-8 March 2002	20	0	1	19	0	2.20/7.40	95	95	**78**	600	0	18	0	18	9	27	0	9
thirty-eighth session, 12-23 February 2001	20	0	1	19	0	2.00/4.50	95	95	84	410	25	33	8	0	0	4	17	4
thirty-seventh session, 7-18 February 2000	20	0	1	19	0	4.40/3.50	95	95	81	510	0	0	0	0	0	4	57	19
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee																		
forty-first session, 2-12 April 2002	18	0	0	18	0	5.10/11.30	100	100	**69**	1 000	29	45	14	2	17	19	2	5
fortieth session, 2-12 April 2001	18	0	0	18	0	4.35/8.35	100	100	76	790	17	48	0	31	17	0	17	0
thirty-ninth session, 27 March-7 April 2000	20	0	3	17	0	4.40/13.55	85	85	54	1 115	32	59	11	16	11	0	0	0

	A	B	C	D	E	F	MR	P4F	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Peaceful Uses of Outer Space																		
forty-fifth session, 5-14 June 2002	16	0	0	16	0	3.40/11.00	100	100	**69**	880	47	53	0	6	6	0	0	17
forty-fourth session, 6-15 June 2001	16	0	1	15	0	3.00/9.10	94	94	69	730	15	25	0	10	0	0	15	60
forty-third session, 7-16 June 2000	14	0	0	14	0	3.45/11.30	100	100	64	915	17	34	0	17	17	8	8	3
forty-second session, 14-16 July 1999	6	0	0	6	0	1.55/0.50	100	100	85	165	39	42	0	3	10	29	0	0
United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR)																		
no meetings 2002																		
fiftieth session, 23-27 April 2001	10	0	2	8	0	0.15/3.50	80	80	**66**	245	0	11	0	11	0	67	0	11
forty-ninth session, 2-11 May 2000	16	0	0	16	0	0.05/0.15	100	100	99	20	53	83	30	0	0	12	0	0
forty-eighth session, 12-16 April 1999	10	0	0	10	0	0.0/2.55	100	100	90	175	54	77	8	15	15	0	0	0

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI 6wks	CI 4wks	AI Issued by end of week 6	5	4	3	2	1
United Nations Environment Programme (UNEP), Governing Council																		
Special session, 12-15 February 2002	14	0	0	14	0	0	100	100	**100**	0	38	99	61	0	0	6	18	0
Special session, 29-31 May 2000	4	0	0	4	0	0	100	100	100	0	60	120	60	0	0	0	0	0
Special session, 20-22 May 1998	6	0	0	6	0	4.22	100	100	76	262								

Annex II

Statistics on the provision of conference services for meetings of regional and other major groupings of Member States at the four duty stations

(May 2002 to April 2003)

	Interpretation services			*Conference facilities*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
New York					
Group of 77 and China	64	59	5	348	348
Non-Aligned Movement	14	12	2	51	51
African States Group	40	36	4	62	62
Asian States Group	12	10	2	2	2
Latin American and Caribbean States Group	25	21	4	3	3
Western European and other States Group	10	10	0	2	2
Arab States Group	9	9	0	63	63
Alliance of Small Island States	4	4	0	2	2
Association of South-East Asian Nations	1	1	0	0	0
Caribbean Community	0	0	0	28	28
Central African States	3	3	0	2	2
Eastern European States Group	0	0	0	21	21
Economic Community of West African States	4	4	0	1	1
European Union	0	0	0	2	2
Central American Group	0	0	0	6	6
Islamic Group (OIC)	10	8	2	24	24
Landlocked Countries	4	3	1	3	3
Least Developed Countries	12	10	2	3	3
Juscanz	0	0	0	47	47
Rio Group	8	8	0	26	26
Southern African Development Community	0	0	0	29	29
Group of 15	2	2	0	0	0
Gulf Cooperation Council	3	3	0	0	0
Geneva Group	2	2	0	0	0
Subtotal	**227**	**205**	**22**	**725**	**725**

Grouping	*Interpretation services*			*Conference facilities*	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Geneva					
Group of 77 and China	3	3	-	7	7
African States Group	2	2	-	64	64
Group of 15	19	18	1	13	13
Latin American and Caribbean States Group	12	12	-	66	66
League of Arab States	-	-	-	31	31
European Union	-	-	-	51	51
Organization of the Islamic Conference	7	7	-	8	8
Association of Caribbean States	1	1	-	1	1
Asian States Group	-	-	-	49	49
Western European and other States Group	-	-	-	63	63
Eastern European States Group	-	-	-	46	46
Juscanz	-	-	-	4	4
Group of 21	18	18	-	19	19
African States Group and Latin American and Caribbean States Group	-	-	-	2	2
Subtotal	**62**	**61**	**1**	**424**	**424**
Vienna					
African States Group	-	-	-	79	79
Asian States Group	-	-	-	32	32
Eastern European States Group/Group D	-	-	-	5	5
European Union Coordination Group	-	-	-	62	62
Group of 77 and China	-	-	-	61	61
Latin American and Caribbean States Group	-	-	-	74	74
Western European and other States Group	-	-	-	10	10
ASEAN Group	-	-	-	12	12
Arab States Group	-	-	-	18	18
Group of 8	-	-	-	14	14
Commonwealth States	-	-	-	2	2
Other regional groups	-	-	-	8	8
Subtotal	-	-	-	**377**	**377**

	Interpretation services			*Conference facilities*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
Nairobi					
Group of 77 and China	-	-	-	19	19
African States Group	1	1	-	6	6
Asian States Group	-	-	-	5	5
Central and Eastern European States Group	-	-	-	5	5
Latin American and Caribbean States Group	1	1	-	5	5
European Union Coordination Group	-	-	-	10	10
Western European and other States Group	-	-	-	6	6
Arab States Group	-	-	-	5	5
Juscanz	-	-	-	5	5
Subtotal	**1**	**1**	**-**	**67**	**67**
Grand total					
May 2002-April 2003	**290**	**267**	**23**	**1 593**	**1 593**
July 2001-April 2002	**249**	**243**	**6**	**1 009**	**1 009**
July 2000-June 2001	**318**	**292**	**26**	**1 465**	**1 465**

Annex III

A. Requests for meetings during the fifty-eighth session of the General Assembly

1. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 9 June 2003 from the Chairman of the Committee

As you are aware, the General Assembly, by its resolution 57/107 of 3 December 2002, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People "to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly or the Security Council, as appropriate". By the same resolution, the Assembly requested the Secretary-General "to continue to provide the Committee with all the necessary facilities for the performance of its tasks".

As the Committee has no control over the timing of the events that it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the solemn meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (Supplement No. 35) under the agenda item entitled "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming fifty-eighth session of the General Assembly, as necessary, for carrying out the important mandate entrusted to the Committee by the Assembly.

2. Committee on Relations with the Host Country

Letter dated 1 July 2003 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet during the fifty-eighth session of the General Assembly.

This request is based on the Committee's mandate, set out in General Assembly resolution 2819 (XXVI) of 15 December 1971, authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 57/22 of 19 November 2002, the Assembly requested the Committee to continue its work in conformity with resolution 2819 (XXVI) and to submit a report on its work to the Assembly at its fifty-eighth session. Having due regard to the nature of the Committee, its work and previous experiences, it would suffice to make the necessary conference facilities available for two or three meetings only.

3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 8 July 2003 from the Secretary of the Working Group

In its resolution 57/118, adopted at its fifty-seventh session, regarding the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the General Assembly requested that the Working Group continue its efforts, in cooperation with the Secretary-General and the Commissioner-General, to find a solution to the financial situation of the Agency.

In order to meet this request, the Working Group needs the latest data with regard to the UNRWA budget, i.e. up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. UNRWA has not been in a position that would enable the Agency to supply the Working Group with this timely information any earlier than September/October 2003 and the Working Group cannot prepare its report to the General Assembly at its fifty-eighth session without this important material.

In view of the obligation of the Working Group to submit its up-to-date report not later than the first half of October for consideration by the Special Political and Decolonization Committee and the General Assembly, little time is available for the few meetings of the Working Group and for the preparation of its report.

It would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the fifty-eighth session of the General Assembly.

4. Executive Board of the United Nations Children's Fund

Letter dated 14 July 2003 from the Secretary of the Board

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 42/243, seek the approval of the Committee for the Executive Board of the United Nations Children's Fund (UNICEF) to meet for its second regular session from 15 to 19 September 2003, and for an extraordinary budgetary session on 1 and 2 December 2003.

As is usual practice, UNICEF holds three Executive Board sessions per year as follows: (a) first regular session (January); (b) annual session (June); and (c) second regular session (September). We also have to bear in mind the scheduling of the UNDP/UNFPA Executive Board sessions. In the case of the extraordinary budgetary session, it is in line with the Executive Board's approval of the ACABQ

recommendation that biennium budgets be approved before the beginning of a new biennium.

In view of the dates of the annual session and to ensure sufficient time for the preparation, translation and distribution of documents, our second regular session has normally been scheduled for September — and no later in the year — owing to the General Assembly.

B. Statistical information

The table below refers to meetings with interpretation held during the main part of the fifty-seventh session of the General Assembly by the bodies listed above.

Body	*Number of meetings held*	*Hours and minutes lost*		
		Late starting	*Early ending*	*Total hours and minutes lost*
1. Committee on the Exercise of the Inalienable Rights of the Palestinian People	3	0.30	3.30	4.00
2. Committee on Relations with the Host Country	2	0.55	1.15	2.10
3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	1	0.10	2.30	2.40
4. United Nations Children's Fund	10	1.15	0.30	1.45

A/58/195

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United Nations A/58/195–S/2003/781

General Assembly
Security Council

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General Assembly
Fifty-eighth session
Item 31 of the provisional agenda*
Question of Cyprus

Security Council
Fifty-eighth year

Letter dated 30 July 2003 from the Permanent Representative of Turkey to the United Nations addressed to the Secretary-General

I have the honour to transmit herewith a letter dated 30 July 2003, addressed to you by His Excellency Mr. Reşat Çağlar, Representative of the Turkish Republic of Northern Cyprus (see annex).

I should be grateful if the text of the present letter and its annex were circulated as a document of the General Assembly under item 31 of the provisional agenda and of the Security Council.

(*Signed*) Ümit **Pamir**
Ambassador
Permanent Representative

* A/58/150.

03-44835 (E) 040803

Annex to the letter dated 30 July 2003 from the Permanent Representative of Turkey to the United Nations addressed to the Secretary-General

Upon instruction from my Government, I have the honour to refer to the letter dated 30 June 2003 (A/57/843-S/2003/687) addressed to you by the Greek Cypriot representative at the United Nations, which contains allegations of violations of the "airspace of the Republic" and "of the flight information region (FIR) of Nicosia", and to bring to your kind attention the following:

In response to such false and pretentious allegations, I wish, once again, to reiterate that flights within the sovereign airspace of the Turkish Republic of Northern Cyprus take place with the full knowledge and consent of the appropriate authorities of the State, over which the Greek Cypriot administration in South Cyprus has no jurisdiction or right of say whatsoever. Furthermore, it should be underlined that allegations of so-called violations of the flight information region or violations of air traffic during the activities of Turkish State aircraft within international airspace are invalid, as the civil aviation authority of the Turkish Republic of Northern Cyprus is the only competent authority to provide air traffic and aeronautical information services.

As stated in our previous letters, such allegations are based on the false and illegitimate claim that the sovereignty of the Greek Cypriot administration extends over the whole island, including the territory of the Turkish Republic of Northern Cyprus. This claim by the Greek Cypriot side is divorced from the existing realities in Cyprus, namely, the existence of two independent States, each exercising sovereignty and jurisdiction within its respective territory on the island.

Attempts by the Greek Cypriot representatives, through often repeated false claims, to confer legitimacy upon an illegal administration will be futile for as long as the Turkish Cypriot people refuse to bow to its writs. What would indeed be conducive to a better climate on the island would be for the Greek Cypriot side to stop arrogating rights and responsibilities it does not legally have, and to cease all hostilities, including embargoes, towards the Turkish Cypriot people.

I should be grateful if the text of the present letter could be circulated as a document of the General Assembly, under item 31 of the provisional agenda and of the Security Council.

(*Signed*) Reşat **Çağlar**
Representative
Turkish Republic of Northern Cyprus